



Meeting Agenda & Minutes

6:30 PM, Jun 07 2017 | Location: 33 Mirima Way, WANDI

Attendees

Committee Members (put a **x** for those present):

x	JM	x	ALS	x	HC	A	MS	x	MX
x	AS	x	TA	x	RM	x	AL	A	PD

Other Attendees:

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*A quorum will be deemed complete if five committee members are present,
at least two of whom are executive committee members.*

Action Items From Previous Meeting

Action	Responsible Person
JM and AS to meet up to make sure our constitution is made to be in line with the new rules and guidelines (possibly RM as well); within a fortnight	JM & AS - DONE
Register of Financial Members	JM, HR, AW to liaise. JM has delegated to HR and AW; this is still in the works.
New committee members to be added in officially, and their financial membership status update to be verified	JM, AW, HR. AS ABOVE.
Volunteer cover for insurance to be updated	JM to put through, AS to approve payment. DONE
Website update: News; Bus Route; New Member Bios	AC. News re Harmony Day done, and Bus Routes added, new member bios pending.
Cops on your corner: next one to be scheduled	JM; MM. Not as yet scheduled.
Who provides cameras in Honeywood Rise?	Pieta to be followed up from last meeting – not as yet responded;

Defib at Primary School: <ul style="list-style-type: none"> - Talking to M about locating it at school - Funding: eg source crowd, Tupperware 	PD JM – Still to be followed up.
Invoice Satterley for banner and printing	JM; AW
Funding options as most members aren't in favour of corporate sponsorship	All members to ongoingly check for options
Calendar of events per financial year	? Collated by TA according to people's suggestion – to be done at this meeting
'Adopt a Verge' meeting date to be found and potentially communicated to FB group	? [AS ?] linked to this as Agenda suggestion, not sure who is spearheading the effort as yet. To be confirmed at next meeting. [Committee decided at this meeting to let this project go, at least for this year]

Agenda

(Please add your items below before 7:00 PM)

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Attendance & Apologies - Confirm minutes from previous meeting - Go through actions list carried over from previous meeting 	(5) 1 1 3
2	President's Report <ul style="list-style-type: none"> - General update for the committee/setting direction for this meeting - Feedback from CoK networking evening - Any new correspondence [nothing already covered in following agenda items] 	(10) 2 5 3
3	Treasurer's Report [possibly as an extension of President's report] <ul style="list-style-type: none"> - Current Finances (Balance, forecast) - Finalising outstanding actions from previous meeting (eg. Beyond Blue Carols donation, transferring funds from Harmony Day to P&C) 	(5) 2 3
4	Marketing & Media <ul style="list-style-type: none"> - Facebook matters: launching updated charter (?) - RM & AC: Website update (are we adding bus info/general community news/minutes and our meeting dates, etc onto the Website?) - RM: Exetel sponsorship - Adding new member profiles to the website 	(15) 2.5 5 3 4.5
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - HR: Financial Memberships Update - MS: Facebook Memberships Update 	(10) 5 5

	- AS: To discuss opening membership up to Rural Wandj, and to revise our constitution accordingly	
6	Community Security & Safety <ul style="list-style-type: none"> - MM: Neighborhood Watch News - Police Collaboration (Cops on Your Corner; patrols, etc) - Camera surveillance [any further news] - Community First Responder Program [any further news] 	(15) 2.5 5 2.5 5
7	Community Projects <ul style="list-style-type: none"> - Dog Park: status update - Exercise Equipment: status update - Community Gardens [if applicable; matter was deferred until School opening]: status update - 'Adopt a Verge' CoK Program? - Shade Sails (point from previous meeting: funding applications open in June) - Tree planting [raised by JM] 	(10) 1 1 1 3 1 3
8	Community & Committee Events <ul style="list-style-type: none"> - Working out a general calendar for the next 12 months. - Do we want to have a section on the website with a financial year calendar? - Starting to plan AGM 	(10) 4 4 2
9	Resources & Operations <ul style="list-style-type: none"> - 12 month public liability insurance [Jo mainly] <ul style="list-style-type: none"> - Is our insurance now finalised? - Has CoK responded further about an umbrella policy for its groups? - Migration to Office 365; feedback on the new system 	(5) 2.5 2.5
10	General Business/Matters Arising <ul style="list-style-type: none"> - Any other issues members want to raise 	(4)
11	Scheduling Next Meeting <ul style="list-style-type: none"> - Next meeting to be locked in, following poll pre-circulated on facebook by TA 	(1)
		(90)

Minutes

Opened At	6.45
1 [6.35]	Opening the Meeting <ul style="list-style-type: none"> - Apologies from MS - Action items: check above.
2 [6.45]	President's Report <ul style="list-style-type: none"> - Most items will be covered under the following headlines/subject topics - Networking event: Revision of funding system so that now there is one pool, from which groups can ongoingly apply for things as they need.

3 [6.50]	Treasurer's Report [possibly as an extension of President's report] <ul style="list-style-type: none"> - \$2762.33 Current Balance - Payment made to P&C, but payment to Beyond Blue yet to be made. - We need to check if AS is currently listed as the administrator of our Westpac account
4 [7.05]	Marketing & Media <ul style="list-style-type: none"> - AC's idea that as people have ideas for news features that they message her. We can source this from general information from the residents, facebook page, etc. - RM is going to make a spreadsheet for above so AC can then put that news on the website. - Any admin posts can be done as Honeywood Residents Group now (ie, it is possible to do that now as a profile) - Exetel Sponsorship – a few questions still remain. Do we want to consider it? What are some of the implications. - Sponsorship packages open to any business? - Creation of Sub-committee for the purposes of sponsorship funding avenues.
5 [7.15]	Memberships: Financial & Facebook <ul style="list-style-type: none"> - MS wants to know if the group profile can now be used to field requests? RM to look into it - RE Constitution revision notes: removing 'ordinary member' category, to avoid the situation where people who are not explicitly members feel misrepresented. Special meeting to be scheduled rather than making it part of AGM. - Membership to be opened to Rural Wandī – both to facebook group and for financial membership. Constitution will need to be revised/is being revised accordingly. The original reason used to be for safety and security, but on the balance of things that doesn't seem to be a real concern. - AS and JM already started working on the constitution; this is being circulated to the rest of the committee for feedback.
6 [7.30]	Community Security & Safety <ul style="list-style-type: none"> - Next 'Cops on Your Corner' to be scheduled, likely after the Markets on a Sunday. We might get approved for Neighborhood Watch funding, which would give us money for a potential sausage sizzle just after/during the 'Cops on Your Corner.' Other funding ideas: eg CoK, and we should spruik the aspect that it's an innovation that will increase safety, and communication around security. We can refer to the fact that this is already getting attention in the media (Channel 9 Segment) - MM went to the Aubin Grove Neighborhood Watch meeting. There has been a 5% increase over the past year, but there hasn't specifically been a recent spike in activity. Might it be because of the train station opening? Things we might also want to discuss that MM noted from the AG NHW meeting: the possibility of live streaming CCTV footage app (RM suggested Blue Iris); suggestion of having a list of the locations of everyone that has CCTV for reference to be kept by the residents group.
7 [7.40]	Community Projects <ul style="list-style-type: none"> - Dog Parks. JM mentioned that Carol said the Dog Park is definitely happening, and JM has asked for information from Carol regarding the details. Forecast is to have it in Honeywood Rise. They're fast tracking it now that they've realised all the residents really want is an off-leash area rather than a high-tech dog park. - AS notes that we really need to be clear about our role as an intermediary so that our members don't hold us responsible for decisions made by the council. We also need

	<p>to communicate to the council that we are happy to communicate the information to our members, but cannot make a decision on behalf of our members.</p> <ul style="list-style-type: none"> - PD raised it with M, and M was going to message AS to follow up. PF has mentioned that this is in the pipeline, and is on the budget already.
8 [7.50]	<p>Community Events</p> <ul style="list-style-type: none"> - Suggestion: Hallowe'en themed Quiz Night at Wandi Hall? On the Saturday Night - Best dressed. - Creation of Quiz Night sub-committee: AW, JM, MTY, TA. - MS to be 'Ring master' quiz master 😊
9 [7.55]	<p>Resources & Operations</p> <ul style="list-style-type: none"> - 12 month public liability is done and sorted; JM will be emailing Carol to line up information for next year's insurance - Office 365 update and feedback; basically, we're all still learning the ropes. The benefit of it is that we can create unlimited email accounts. Logging into the 365 is the same as logging into your email.
10 [7.59]	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - RM has mentioned we have many left-over; might we be able to interest PD in some for a P&C community event? Otherwise we can use it for our 'Cops on Your Corner' BBQ. - TA floated idea of 'portfolios' of interest
11 [8.00]	<p>Scheduling Next Meeting</p>
CLOSED	8.07

Action Items

Action	Responsible Person
Circulating constitution with tracked changes to be discussed with members.	JM to get the rest to the committee
Special general meeting to be scheduled and notify financial members	JM
Check if financial membership applications are actually going to secretary/memberships officer (Holli) emails	RM
New Member bios – information to be sent to Amy for website	MM & AW
'Cops on Your Corner' to be scheduled for a Sunday after the Markets; forward Amy details for a facebook event to be created	JM, MM.
Follow up camera info with PT	JM
Ash to follow up with PD re: all the jobs for defib to go	AS, PD

into School	
To go back over minutes to check before they go on the website	AC, RM to put up. JM, AS to recheck wording
Changing names to initials in minutes and agenda	TA to be doing henceforth
Forward information about umbrella policy from Serpentine-Jarrahdale insurance to Carol to get ball rolling on	JM
Forwarding Gosnells insurance policy for its local committees as support for preceding point	MM
Contacting other community groups who were at the networking event to see if they want to collaborate	JM, TA
Status of ALS as bank account administrator to be checked	AW, Jo
Can MS use the Honeywood Residents Group Profile as the account through which he fields requests to join the group	MS, RM
Draft of Sponsorship Packages to be available online	RM
MS involvement in Sponsorship sub-committee	AS
WPA to be contacted that we have now opened membership up to Rural Wandj; they might want to put up a post on their own website	JM to contact AM
Review past messages for rejected Rural Wandj applications to reinvite them	MS
Email PF about the exercise equipment	JM
Looking into 'Adopting a Verge' program	AS
Does PD want to do a BBQ fundraiser around Hallowe'en? Facepainting on the Day?	PD
Draft Calendar on social media	AW
Asking MTY to be on Hallowe'en Quiz Night Committee	HR
All committee members to input their suggestions for calendar online	AW to lead; everyone to participate

Next Meeting Agenda Items

- Creating 'portfolios' for different things (eg animal welfare/ownership, family/children, etc.)